



TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
AGENDA PACKET

For the Meeting of Wednesday  
April 17, 2013

7:00P.M. Regular Meeting

District Office  
1800 Willow Lake Road



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY**  
Wednesday April 17, 2013  
**REGULAR MEETING 7:00 P.M.**  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

**C. PRESENTATIONS**

1. Bond Project Update

**D. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**E. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. DRAFT Minutes of previous regular meeting dated April 3, 2013
2. Approve Register of District Invoices
3. Proclaim the Week of March 10-16, 2013 as "Sunshine Week"

**F. NEW BUSINESS AND ACTION ITEMS**

1. Award of Construction Bid for the Discovery Bay Belt Press Number 3 Installation Project
2. Approve Lowest Bid for the Abandonment of Well No. 4

**G. VEOLIA REPORT**

1. Veolia Report for March 2013

**H. MANAGER'S REPORTS**

**I. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

**J. DISTRICT LEGAL COUNSEL REPORT**

**K. COMMITTEE UPDATES – Discussion and Possible Action**

1. Community Center Committee Recommendations
2. Earth Day Program Update

**L. CORRESPONDENCE – Discussion and Possible Action**

1. R – Discovery Bay P-6 Zone Citizen Advisory Committee meeting minutes dated January 15, 2013
2. R – Contra Costa County Aviation Advisory Committee meeting minutes dated February 14, 2013
3. R – East Contra Costa Fire Protection District meeting minutes dated March 4, 2013
4. R – Contra Cost County Joint MAC/AC meeting dated May 8, 2013

**M. PUBLIC RECORD REQUESTS RECEIVED**

**N. FUTURE AGENDA ITEMS**

**O. ADJOURNMENT**

Adjourn to the next Regular meeting of May 1, 2013 starting at 7:00 p.m. at 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay CSD after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



No Back Up  
Documentation For  
Agenda Item # C



No Back Up  
Documentation For  
Agenda Item # D



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday April 3, 2013

REGULAR MEETING 7:00 P.M.

1800 Willow Lake Road, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

### REGULAR MEETING 7:00 P.M.

#### A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Tetreault

Pledge of Allegiance – Led by President Tetreault

Roll Call – All Present

#### B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

There was one Public Comment Speaker

#### C. PRESENTATIONS

None

#### D. AREA AGENCIES REPORTS / PRESENTATION

##### 1. Sheriff's Office Report

Lieutenant Alan Johnson – Provided the law enforcement report for the month of March. There was discussion between the Board and the Sheriff's Office.

##### 2. CHP Report

Officer Eric Brewer – Provided an update of the services to the Town of Discovery Bay. There was discussion between the Officer and the Board. There was one Public Comment Speaker

##### 3. Fire District Report – No Report

##### 4. East Contra Costa Fire Protection District Report – No Report

##### 5. Supervisor Mary Piepho, District III Report – No Report

#### E. COMMITTEE/LIAISON REPORTS

##### 1. Trans-Plan Report – No Report

##### 2. County Planning Commission Report – No Report

##### 3. Code Enforcement Report – No Report

##### 4. Special Districts Report\*\* – No Report

\*\*These meetings are held Quarterly

#### F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

##### 1. DRAFT Minutes of previous regular meeting dated March 20, 2013

##### 2. Approve Register of District Invoices

**Motion by:** Vice-President Simon to approve the Consent Calendar minus item F-2

**Second by:** Director Pease

**Vote:** Motion Carried – AYES: 5, NOES: 0

There was discussion between The General Manager, Legal Counsel, and the Board regarding item F-2.

**Motion by:** Director Graves to approve item F-2 on the Consent Calendar

**Second by:** Vice-President Simon

**Vote:** Motion Carried – AYES: 5, NOES: 0

**G. PUBLIC HEARING to Consider the Following**

**1. Adopt Ordinance No. 23 Establishing Compensation for the Board of Directors and Adopt Resolution No. 2013-07 Amending Bylaws for Board Compensation**

**General Manager Howard** – Provided details of item G-1

**Motion by:** Director Pease to waive the second reading and adopt Ordinance No. 23

**Second by:** Director Graves

There was one Public Comment Speaker

**Vote:** Motion Carried – AYES: 3 – Director Graves, Director Pease, Director Steele, NOES: 2 – President Tetreault, Vice-President Simon

**Vice-President Simon** – Requested that item M-2 be moved before item H-3.

**General Manager Howard** – Provided details of item M-2. There was discussion between the General Manager and the Board. There were two Public Comment Speakers.

**H. NEW BUSINESS AND ACTION ITEMS**

**1. Approve Purchase of 17 Solar Pathway Lights for the Cornell Park Solar Lighting Project**

**General Manager Howard** – Provided details of item H-1.

**Parks and Landscape Manager Perez** – Provided additional details of item H-1. There was discussion between the General Manager, the Parks and Landscape Manager, and the Board.

**Motion by:** Director Graves to move forward with the purchase of 17 Solar Pathway Lights for the Cornell Park Solar Lighting Project

**Second by:** Vice-President Simon

The discussion continued between the General Manager and the Board.

**Vote:** Motion Carried – AYES: 5, NOES: 0

**2. Award of Contract to Wingard Engineering for the Cornell Park Lighting Upgrade Project**

**General Manager Howard** – Provided details of item H-2.

**Parks and Landscape Manager Perez** – Provided additional details of item H-2.

**Motion by:** Director Pease to award contract to Wingard Engineering in the amount of \$24,950.00 for the Cornell Park Lighting Upgrade Construction Project and to authorize the General Manager to execute all contract documents; also, in the event that Wingard Engineering fails to meet contractual obligations that the General Manager is authorized to execute contract documents with the second lowest responsible bidder

**Second by:** Director Graves

**Vote:** Motion Carried – AYES: 5, NOES: 0

**3. Discovery Bay Community Center Swimming Pool Repair**

**General Manager Howard** – Provided details of item H-3. There was discussion between the General Manager and the Board. There was a five minute recess. There was one Public Comment Speaker.

**Motion by:** Director Graves approve contract for Community Center Swimming Pool repairs in the amount of \$49,000.00 and authorize the General Manager to execute all necessary contract documents

**Second by:** Vice-President Simon

**Vote:** Motion Carried – AYES: 5, NOES: 0

**4. Agency Comment Request – Development Plan Application – County File No. DP13-3002**

**General Manager Howard** – Provided details of item H-4

**Motion by:** Director Pease to send a letter with no negative comment

**Second by:** Vice-President Simon

**Vote:** Motion Carried – AYES: 5, NOES: 0

**5. Discovery Bay Influent Pump Station, Pump Station W Modifications, and Emergency Storage Lagoon Capital Improvement Program Project**

**General Manager Howard** – Provided details of item H-5.

**Gregory Harris District Engineer** – Provided additional details of item H-5. There was discussion between the General Manager, the Water and Wastewater Manager, the District Engineer, and the Board.

**Motion by:** Director Graves to reject all bids and direct staff to value-engineer the project and re-advertise for future bid

**Second by:** Director Pease

**Vote:** Motion Carried – AYES: 5, NOES: 0

**6. Community Center Advisory Committee Appointment of at-large Committee Member**

**General Manager Howard** – Provided details of item H-6.

**Community Center Chair Graves** – Provided additional details of item H-6. There was discussion between the General Manager and the Board.

**Motion by:** Director Graves to accept the recommendation that the Community Center Committee appoint Marianne Wiesen to fill the vacant position

**Second by:** Director Steele

**Vote:** Motion Carried – AYES: 5, NOES: 0

**I. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**Director Graves and Director Steele** – Recommended to the Vacaville Unified School District Ken Jacopetti as a candidate.

**Director Graves** – Provided the report and details of the East Contra Costa Fire Protection District meeting dated April 1, 2013.

**J. MANAGER'S REPORT**

**K. GENERAL MANAGER'S REPORT**

**1. Municipal Service Review Draft Response**

**General Manager Howard** – Provided details of item K-1. There was discussion between the General Manager and the Board.

**2. Workshop Options**

**General Manager Howard** – Provided details of item K-2. There was discussion between the General Manager and the Board.

**L. DISTRICT LEGAL COUNSEL REPORT**

None

**M. COMMITTEE UPDATE – Discussion and Possible Action**

1. Approved minutes from the Community Center meeting dated March 12, 2013

2. Community Center Status Report (No written report)

Details for item M-2 are before item H-1

**N. CORRESPONDENCE – Discussion and Possible Action**

1. R – Department of Conservation and Development regarding Wireless Facility Ordinance County File #ZT13-0001

**O. PUBLIC RECORD REQUESTS RECEIVED**

**P. FUTURE AGENDA ITEMS**

None

**Q. ADJOURNMENT**

The meeting adjourned at 9:27 p.m. to the next regular meeting on April 17, 2013 starting at 7:00 p.m. at 1800 Willow Lake Road.

//cmc – 04.05.13

<http://www.todb.ca.gov/content/agenda-and-minutes/>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

April 17, 2013

**Prepared By:** Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk  
**Submitted By:** Rick Howard, General Manager

*RH*

**Agenda Title**

Approve Register of District Invoices

**Recommended Action**

Staff recommends that the Board approve the listed invoices for payment

**Executive Summary**

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

**Fiscal Impact:**

**Amount Requested** \$ 167,990.53

**Sufficient Budgeted Funds Available?:** Yes (If no, see attached fiscal analysis)

**Prog/Fund #** See listing of invoices. **Category:** Operating Expenses and Capital Improvements

**Previous Relevant Board Actions for This Item**

**Attachments**

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2012/2013  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2012/2013  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2012/2013

**AGENDA ITEM: E-2**

**Request for authorization to pay invoices (RFA)**  
**For the Meeting on April 17, 2013**  
**Town of Discovery Bay CSD**  
**For Fiscal Year's 7/12 - 6/13**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Administration</b>				
Big Dog Computer	BDC32948	Set Up and Configure Sonic Wall	03/29/13	\$220.00
Big Dog Computer	BDC32949	Monthly GOTO	03/29/13	\$85.00
Brut Force Janitorial	4	Janitorial Service April 2013	04/03/13	\$200.00
Brut Force Janitorial	4	Janitorial Service April 2013 (Z61,57)	04/03/13	\$50.00
Carol & Steve Neely	4021 CORAL N CT	Closed Account, Refund Overpayment to Customer	04/01/13	\$26.06
Cash	EARTH DAY PETTY CASH	Earth Day Petty Cash	04/01/13	\$2,000.00
Contra Costa Environmental Health Div.	1	Comm Center Pool Site Evaluation & Application	04/01/13	\$213.00
Costco	Earth Day	Earth Day Supplies	04/11/13	\$288.24
County Clerk- Elections Division	1128	2012 General Election Fees	04/05/13	\$9,388.61
CRC Entertainment	4/20/2013	Earth Day DJ Equipment	03/29/13	\$175.00
Denalect Alarm Company	R51153	Quarterly Alarm Charge	04/01/13	\$111.00
Express Employment Professionals	12304271-5	Admin Asst Week Ending 03/24/13 (Z57,61)	03/27/13	\$477.40
FedEx	426792231	Shipping Charge	03/28/13	\$3.20
Indoor Eden	EARTH DAY	Vendor Booth Fee Refund	04/01/13	\$25.00
Kathryn & Lee Doty	459 EMERSON CT	Closed Account, Refund Overpayment to Customer	04/01/13	\$10.88
Lisa & Kevin Brown	221 WHITMAN CT	Closed Account, Refund Overpayment to Customer	04/01/13	\$67.60
MegaPath	4329734	Phone Bill April 2013	03/18/13	\$633.67
Office Depot	649018320001	Office Supplies	03/15/13	\$10.85
Office Depot	649573000001	Office Supplies	03/19/13	\$41.79
Office Depot	649573062001	Office Supplies	03/20/13	\$55.32
Office Depot	650529452001	Office Supplies	03/22/13	\$33.67
Ricoh Americas Corporation	5025503249	Photocopier Maintenance Charge	03/20/13	\$261.44
SDRMA	12708	Medical Benefits May 2013	04/04/13	\$1,268.56
Steven & Carrie Lenthe	6048 SENECA CIR	Closed Account, Refund Overpayment to Customer	04/01/13	\$56.10
U.S. Bank Corporate Payment System	4246044555703473/313	Travel & Meetings	03/25/13	\$125.42
U.S. Bank Corporate Payment System	4246044555703473/313	Earth Day	03/25/13	\$156.86
U.S. Bank Corporate Payment System	4246044555703473/313	Telephone-General	03/25/13	\$204.25
U.S. Bank Corporate Payment System	4246044555703473/313	Telecom-Networking	03/25/13	\$140.00
U.S. Bank Corporate Payment System	4246044555703473/313	Automotive Supplies & Repairs	03/25/13	\$21.00
U.S. Bank Corporate Payment System	4246044555703473/313	Info System Maintenance	03/25/13	\$200.00
U.S. Bank Corporate Payment System	4246044555703473/313	Office Supplies	03/25/13	\$892.47
U.S. Bank Corporate Payment System	4246044555703473/313	Misc. Service & Supply	03/25/13	\$143.50
U.S. Bank Corporate Payment System	4246044555703473/313	Landscape Reimbursement	03/25/13	\$42.92
United States Postal Services	PERMIT 15	Permit for Bulk Mailing Discount	04/01/13	\$200.00
Yang Geng	2454 YOSEMITE WAY	Closed Account, Refund Overpayment to Customer	04/01/13	\$39.57
			<b>Administration</b>	<b>Sub-Total</b>
				<b>\$17,868.38</b>
<b>Water</b>				
Aaron Goldsworthy	Mar-13	Expense Report March 2013 DMV Physical	04/01/13	\$75.00
Brut Force Janitorial	4	Janitorial Service April 2013	04/03/13	\$20.00
County of Contra Costa Public Works Dept	43826/032613	Road Encroachment Permit Inspection	03/26/13	\$395.47
County of Contra Costa Public Works Dept	917065	Encroachment Permit, Water Valve Covers	03/27/13	\$1,278.37
Express Employment Professionals	12304271-5	Laborer Week Ending 03/24/13	03/27/13	\$266.25
Express Employment Professionals	12304271-5	Admin Asst Week Ending 03/24/13	03/27/13	\$29.84
Gemini Group L.L.C.	113-11306	Water Quality Report	04/11/13	\$1,914.00
J.W. Backhoe & Construction, Inc.	1866	Leak at Discovery Bay Blvd	03/26/13	\$2,452.76
J.W. Backhoe & Construction, Inc.	1867	Leak Sunfish Ct	03/26/13	\$4,610.67
J.W. Backhoe & Construction, Inc.	1868	Leak Santa Cruz Ct	03/26/13	\$4,736.70
J.W. Backhoe & Construction, Inc.	1869	Paved Santa Cruz Ct & Sunfish Ct	04/03/13	\$5,353.31
MegaPath	4329734	Phone Bill April 2013	03/18/13	\$23.46
SDRMA	12708	Medical Benefits May 2013	04/04/13	\$1,902.84
U.S. Bank Corporate Payment System	4246044555703473/313	Telephone-General	03/25/13	\$217.48
U.S. Bank Corporate Payment System	4246044555703473/313	Telecom-Networking	03/25/13	\$28.00
U.S. Bank Corporate Payment System	4246044555703473/313	Vehicle & Equipment Fuel	03/25/13	\$369.43
Univar	SJ542841	Chemicals Delivered 03/26/13	03/26/13	\$204.82
Univar	SJ542843	Chemicals Delivered 03/26/13	03/26/13	\$284.59
Veolia Water North America	26669	Monthly O&M April 2013	04/01/13	\$38,628.79

			<b>Water</b>	<b>Sub-Total</b>	<b>\$62,791.78</b>
<b>Wastewater</b>					
American Retrofit Systems	311	Bio Chamber B and Mole	03/29/13	\$1,750.00	
Brut Force Janitorial	4	Janitorial Service April 2013	04/03/13	\$30.00	
Express Employment Professionals	12304271-5	Laborer Week Ending 03/24/13	03/27/13	\$399.38	
Express Employment Professionals	12304271-5	Admin Asst Week Ending 03/24/13	03/27/13	\$44.76	
MegaPath	4329734	Phone Bill April 2013	03/18/13	\$35.18	
U.S. Bank Corporate Payment System	4246044555703473/313	Telephone-General	03/25/13	\$421.12	
U.S. Bank Corporate Payment System	4246044555703473/313	Telecom-Networking	03/25/13	\$42.00	
U.S. Bank Corporate Payment System	4246044555703473/313	Vehicle & Equipment Fuel	03/25/13	\$159.66	
U.S. Bank Corporate Payment System	4246044555703473/313	General Repairs-Pumps	03/25/13	\$4,598.94	
UPS	000012X417143	Shipping Cost for VFD	04/06/13	\$85.53	
Veolia Water North America	26669	Monthly O&M April 2013	04/01/13	\$57,943.20	

<b>Wastewater</b>	<b>Sub-Total</b>	<b>\$65,509.77</b>
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**Community Center**

<b>Community Center</b>	<b>Sub-Total</b>	<b>\$0.00</b>
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<b>Grand Total</b>	<b>\$146,169.93</b>
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**Request For Authorization To Pay Invoices (RFA)**  
**For the Meeting on April 17, 2013**  
**Town of Discovery Bay, D.Bay L&L Park #8**  
**For Fiscal Year's 7/12 - 6/13**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
American Retrofit Systems	313	Community Center-Install Sirius Radio & Repair Speaker System	04/04/13	\$300.00
American Retrofit Systems	316	Community Center-Secure Electrical for Court Lights	04/10/13	\$100.00
Aramark Uniform Services	517-1273874	Community Center-Mat Service	04/05/13	\$235.14
Big Dog Computer	BDC32943	Community Center-Install Printer, CC Reader, Drawer	02/25/13	\$327.50
Big Dog Computer	BDC32947	Community Center-Billboard Display	03/20/13	\$139.00
Big Dog Computer	BDC32948	Set Up and Configure Sonic Wall	03/29/13	\$235.00
Brentwood Ace Hardware	808/033113	Community Center-Building Improvement	03/31/13	\$46.40
Brentwood Ace Hardware	808/033113	Community Center-Special Equipment	03/31/13	\$3.88
Brentwood Ace Hardware	808/033113	Equipment Maintenance	03/31/13	\$4.10
Brentwood Ace Hardware	808/033113	Community Center-Office Supplies	03/31/13	\$9.27
Brentwood Ace Hardware	808/033113	Community Center-Cleaning Supplies	03/31/13	\$92.17
Brentwood Ace Hardware	808/033113	Community Center-Facility Landscape	03/31/13	\$116.41
Brentwood Ace Hardware	808/033113	Community Center-Building Maintenance	03/31/13	\$150.81
Brut Force Janitorial	4	Janitorial Service April 2013	04/03/13	\$335.00
Brut Force Janitorial	4A	Community Center-Janitorial Service April 2013	04/03/13	\$780.00
Denalect Alarm Company	42241	Community Center-Alarm System	04/02/13	\$446.09
Discovery Bay Disposal	17-0001966/032913	Com 2 Yd Bin	03/29/13	\$285.57
Express Employment Professionals	12304271-5	Admin Asst Week Ending 03/24/13	03/27/13	\$190.96
Express Employment Professionals	12304295-4	Community Center-Club Assoc Week Ending 03/24/13	03/27/13	\$1,731.57
Express Employment Professionals	12335114-0	Community Center-Club Assoc Week Ending 03/31/13	04/03/13	\$1,420.25
GreenPlay, LLC	3629	Community Center-Future Planning & Operational Functions	04/10/13	\$6,000.00
MegaPath	4329734	Phone Bill April 2013	03/18/13	\$58.64
SDRMA	43173	Community Center-Property/Liability Insurance	04/02/13	\$287.38
Tammy Cruze	3/29/2013	Community Center-Instructor Country Western Line Dancing	03/29/13	\$456.00
Town of Discovery Bay CSD	5/8/1900	Community Center-Reimb for CCC Health Inspector for Pool	04/08/13	\$213.00
U.S. Bank Corporate Payment System	4246044555703473/313	Community Center- Building Improvements	03/25/13	\$631.08
U.S. Bank Corporate Payment System	4246044555703473/313	Travel & Meetings	03/25/13	\$155.52
U.S. Bank Corporate Payment System	4246044555703473/313	Training & Education	03/25/13	\$261.51
U.S. Bank Corporate Payment System	4246044555703473/313	Memberships	03/25/13	\$75.00
U.S. Bank Corporate Payment System	4246044555703473/313	Telephone-General	03/25/13	\$75.26
U.S. Bank Corporate Payment System	4246044555703473/313	Telecom-Networking	03/25/13	\$70.00
U.S. Bank Corporate Payment System	4246044555703473/313	Vehicle & Equipment Fuel	03/25/13	\$133.06
U.S. Bank Corporate Payment System	4246044555703473/313	Automotive Supplies & Repairs	03/25/13	\$42.46
U.S. Bank Corporate Payment System	4246044555703473/313	Equipment Repair	03/25/13	\$663.06
U.S. Bank Corporate Payment System	4246044555703473/313	Community Center- Safety & Office Supplies	03/25/13	\$152.86
U.S. Bank Corporate Payment System	4246044555703473/313	Community Center-Internet Website	03/25/13	\$70.85
U.S. Bank Corporate Payment System	4246044555703473/313	Community Center-Telephone	03/25/13	\$536.18
U.S. Bank Corporate Payment System	4246044555703473/313	Community Center- Banking Supplies	03/25/13	\$253.04
U.S. Bank Corporate Payment System	4246044555703473/313	Community Center-Computer Equipment & Supplies	03/25/13	\$593.90
U.S. Bank Corporate Payment System	4246044555703473/313	Community Center-Cleaning Supplies	03/25/13	\$267.68
U.S. Bank Corporate Payment System	4246044555703473/313	Community Center-Facility Maintenance	03/25/13	\$370.81
U.S. Bank Corporate Payment System	4246044555703473/313	Community Center-Building Maintenance	03/25/13	\$684.96
ValleyCrest Landscape Maint	1905395	Irrigation Mainline Repairs	03/25/13	\$325.00
Watersavers Irrigation Inc.	1259086-00	Community Center-Irrigation Repair	02/21/13	\$9.24
Watersavers Irrigation Inc.	1303287-00	Community Center-Irrigation Repair	03/05/13	\$673.47
Watersavers Irrigation Inc.	1310362-00	Community Center-Misc Items	03/25/13	\$31.59
Watersavers Irrigation Inc.	1310741-00	Community Center-Misc Items	03/25/13	\$6.41
Watersavers Irrigation Inc.	1314042-00	Blue Dye Gallon Turf Mark	04/03/13	\$82.16
			<b>Total</b>	<b>\$20,129.24</b>

**Request For Authorization To Pay Invoices (RFA)**  
**For the Meeting on April 17, 2013**  
**Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)**  
**For Fiscal Year's 7/12 - 6/13**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
American Retrofit Systems	312	Power for Splash Pad	04/04/13	\$100.00
Big Dog Computer	BDC32948	Set Up and Configure Sonic Wall	03/29/13	\$235.00
Brut Force Janitorial	4	Janitorial Service April 2013	04/03/13	\$50.00
Express Employment Professionals	12304271-5	Admin Asst Week Ending 03/24/13	03/27/13	\$190.96
U.S. Bank Corporate Payment System	4246044555703473/313	Training & Education	03/25/13	\$239.98
U.S. Bank Corporate Payment System	4246044555703473/313	Memberships	03/25/13	\$75.00
U.S. Bank Corporate Payment System	4246044555703473/313	Telephone-General	03/25/13	\$7.58
U.S. Bank Corporate Payment System	4246044555703473/313	Vehicle & Equipment Fuel	03/25/13	\$511.07
U.S. Bank Corporate Payment System	4246044555703473/313	Automotive Supplies & Repairs	03/25/13	\$10.00
U.S. Bank Corporate Payment System	4246044555703473/313	Equipment Repair	03/25/13	\$271.77
			<b>Total</b>	<b>\$1,691.36</b>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

April 17, 2013

**Prepared By:** Carol McCool, Administrative Assistant  
**Submitted By:** Rick Howard, General Manager

**Agenda Title**

Proclaim the Week of March 10-16, 2013 as "Sunshine Week"

**Recommended Action**

Approve a Proclamation recognizing the week of March 10, 2013 as "Sunshine Week"

**Executive Summary**

The Contra Costa Taxpayers Association has invited local public agencies to adopt a proclamation announcing governmental transparency to raise public awareness. The Town of Discovery Bay recognizes and supports those efforts and adopts a proclamation commemorating "Sunshine Week" and recognizing the importance of government transparency and accessibility.

"Sunshine Week" was initiated by the American Society of News Editors to educate the public about the importance of open government and that everyone has a right of open access to government meetings and public records.

The Town of Discovery Bay is committed to timely notice, openness and transparency in all aspects of its operations and seeks to set a high standard in this regard. Consequently, the Town of Discovery Bay commits to work diligently to enhance the public's access to government records and information; to increase information provided electronically and online; and to ensure that all meetings under its jurisdiction are fully noticed, open to the public; and that, whenever possible, audio recordings of public meetings shall be undertaken and made available publicly via its website.

**Fiscal Impact:**

**Amount Requested \$ N/A**  
**Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)**  
**Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#**

**Previous Relevant Board Actions for This Item**

**Attachments**

Proclamation Commemorating Sunshine Week March 10-16, 2013

**AGENDA ITEM: E-3**



**PROCLAMATION  
TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**A PROCLAMATION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
COMMEMORATING SUNSHINE WEEK MARCH 10-16, 2013**

WHEREAS, the Town of Discovery Bay has found that access to information concerning the conduct of the people's business is a fundamental and necessary right, per California Government Code Sections 54950, et seq.; and

WHEREAS, "Sunshine Week" was initiated by the American Society of News Editors to educate the public about the importance of open government; and

WHEREAS, James Madison, the father of the United States Constitution, wrote that "consent of the governed" requires that the people be able to "arm themselves with the power which knowledge gives;" and

WHEREAS, "Sunshine Week" coincides with James Madison's birthday on March 16<sup>th</sup> because he wrote the First Amendment to the U.S. Constitution that guarantees freedom of speech and press — and by extension the right and need of the people and press to know what their government is doing;

WHEREAS, every citizen in our constitutional republic and under State Statutes has a right of open access to government meetings and public records; and

WHEREAS, an open and accessible government is vital to establishing and maintaining the people's trust and confidence in their government and in the government's ability to effectively serve its citizens; and

WHEREAS, the protection of every person's right of access to public records and notice of government meetings is a high priority of (this public entity); and

WHEREAS, The Town of Discovery Bay, is committed to timely notice, openness and transparency in all aspects of its operations and seeks to set a high standard in this regard.

NOW, THEREFORE, Town of Discovery Bay, and in commemoration of the 262<sup>nd</sup> anniversary of James Madison's birth, and throughout the year 2013, commits to work diligently to enhance the public's access to government records and information; to increase information provided electronically and online; and to ensure that all meetings of deliberative bodies under its jurisdiction, and their committees, are fully noticed, open to the public; and that, whenever possible, audio recordings of public meetings shall be undertaken and made available publicly via its website.

PASSED, APPROVED AND ADOPTED THIS 17<sup>TH</sup> DAY OF APRIL 2013

---

Ray Tetreault  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on April 17, 2013 by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Richard J. Howard  
Board Secretary



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

April 17, 2013

**Prepared By:** Rick Howard, General Manager  
**Submitted By:** Rick Howard, General Manager *RH*

**Agenda Title**

Award of Construction Bid for the Discovery Bay Belt Press Number 3 Installation Project

**Recommended Action**

That the Board: 1) Award Construction Bid to the lowest responsible bidder, GSE for the Discovery Bay Belt Press Number 3 Installation Project in the amount of \$168,052.00; and 2) authorize the General Manager to execute all contract documents

**Executive Summary**

On April 9, 2013, six bids were received for the Discovery Bay Belt Press Number 3 Installation Project. The bid table is attached. GSE was the lowest responsible bidder with a bid amount of \$168,052.00. It should be noted that of the six bidders, three of the bids were separated by \$2,848.00.

This project is a part of the larger Bio Solids Improvement Project, and is identified in the Wastewater Master Plan. The Board previously authorized the project by adoption of the FY 2011-12 and FY 2012-13 Capital Improvement Program Budgets. Additionally, this project is included in the capital financed list of projects.

This phase of the project will include the installation of the third and final belt press, as well as all appurtenant electrical and underground utilities necessary to integrate the third belt press into operational status. The third belt press was previously approved and arrived on site on April 10, 2013. The purpose of the third belt press is to increase the capacity and reliability of the solids handling facilities to match the requirements of the Master Plan.

**Fiscal Impact:**

**Amount Requested \$168,052.00**  
**Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)**  
**Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# 13 Fund# Finance**

**Previous Relevant Board Actions for This Item**

Approval of CIP Budget, Establishment of Financing Plan, Prior Project Phase authorizations

**Attachments**

Bid Table

**AGENDA ITEM: F-1**

**Bid Table**

**Discovery Bay Belt Press No. 3 Installation  
(Master Plan Project No. 13)**

**Bid** shall be inclusive of all costs for all items and work indicated or implied on Drawing set "**Belt Press No. 3 Installation (Master Plan Project No. 13)**" volume 2 of 2 contract Drawings and as specified in "**Belt Press No. 3 Installation (Master Plan Project No. 13)**" volume 1 of 2 contract specifications. Basis of award will be the lowest responsible bidder on the **Bid**.

Bid Dollar Amount for:		GSE	D.W. Nicholson	Spiess Const.	Conco West	TNT Ind.	Boson Eng.
Bid Item #1	Mobilization, submittals, bonds, licenses, fees & insurance	\$15,430.00	\$2,000.00	\$9,400.00	\$12,300.00	\$4,458.00	\$7,000.00
Bid Item #2	Site work, clearing, grubbing, grading, potholing, backfill base rock, material off-haul	\$2,087.00	\$17,000.00	\$14,100.00	\$1,500.00	\$1,245.00	\$5,500.00
Bid Item #3	Concrete pads, miscellaneous concrete work	\$8,639.00	\$15,000.00	\$18,900.00	\$9,000.00	\$16,640.00	\$12,000.00
Bid Item #4	Installation of owner supplied dewatering equipment Dewatering Equipment	\$7,393.00	\$10,000.00	\$20,100.00	\$7,100.00	\$10,323.00	\$8,000.00
Bid Item #5	Installation of owner supplied grinder equipment	\$1,168.00	\$2,000.00	\$9,800.00	\$1,400.00	\$3,322.00	\$1,000.00
Bid Item #6	Piping and supports	\$37,172.00	\$46,000.00	\$33,900.00	\$44,000.00	\$36,770.00	\$40,000.00
Bid Item #7	Installation of Owner Supplied Flow Meter	\$1,352.00	\$1,000.00	\$2,960.00	\$600.00	\$1,171.00	\$100.00
Bid Item #8	Piping, Support, and Equipment Coatings & Painting	\$6,177.00	\$6,000.00	\$11,200.00	\$11,000.00	\$12,483.00	\$6,000.00
Bid Item #9	Mechanical Equipment Testing and Other Specified Tests	\$3,304.00	\$6,000.00	\$4,600.00	\$500.00	\$2,226.00	\$2,000.00
Bid Item #10	Buried Electrical Duct Banks, Conduit, and Pull boxes	\$36,473.00	\$37,500.00	\$35,600.00	\$41,000.00	\$46,309.00	\$42,000.00
Bid Item #11	Exposed Electrical Conduit and Supports	\$17,270.00	\$23,000.00	\$18,100.00	\$8,000.00	\$13,785.00	\$9,000.00
Bid Item #12	Electrical Wiring and Termination	\$12,485.00	\$5,500.00	\$11,900.00	\$17,000.00	\$19,254.00	\$18,000.00
Bid Item #13	Instrumentation	\$1,650.00	\$2,000.00	\$2,400.00	\$1,500.00	\$2,567.00	\$3,000.00
Bid Item #14	Electrical Equipment Testing, Wire Testing, and Other Specified Tests	\$2,200.00	\$3,000.00	\$2,300.00	\$2,000.00	\$2,567.00	\$3,000.00
Bid Item #15	Startup of all Systems and Owner Training	\$3,525.00	\$2,000.00	\$4,800.00	\$2,000.00	\$3,307.00	\$1,000.00
Bid Item #16	Demobilization and Project Closeout	\$881.00	\$2,000.00	\$5,400.00	\$1,000.00	\$4,010.00	\$500.00
Bid Item #17	Allowance for Owner Directed Work Not Part of Contract	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Bid Item #18	Miscellaneous Items Specified or Indicated Elsewhere but not listed above	\$736.00	\$1,000.00	\$2,900.00	\$500.00	\$2,000.00	\$1,000.00
Bid Item #19	Additional Cost for Providing All Shoring and Bracing on all Bid Items above including but not limited to that as required by Section 6700-6708 of the Labor Code	\$110.00	\$0.00	\$1,200.00	\$500.00	\$0.00	\$200.00
<b>Grand Total</b>		<b>\$168,052.00</b>	<b>\$191,000.00</b>	<b>\$219,560.00</b>	<b>\$170,900.00</b>	<b>\$192,437.00</b>	<b>\$169,300.00</b>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

April 17, 2013

**Prepared By:** Virgil Koehne, Water and Wastewater Manager  
**Submitted By:** Rick Howard, General Manager

*RH*

**Agenda Title**

Approve Lowest Bid for the Abandonment of Well No. 4

**Recommended Action**

Direct staff to award Destruction of Well No. 4 to Roadrunner Drilling in the amount of \$29,568.00 and authorize the General Manager to execute all contract documents

**Executive Summary**

Well No. 4 has been inactive since the mid 1990's and is presently offline. Well No. 4 was operational for a short period of time after it was completed. However, as it produced almost as much sand as water it has only been used occasionally as a monitoring well since that time. In mid January 2013, staff initiated the abandonment process for Well No. 4 by removing the well pump and column pipe.

The Well was constructed and eventually placed offline by Delta Diablo Sanitation prior to the District's formation. We inherited Well 4 when the CSD formed in 1998. The well is being officially abandoned pursuant to State of California Health and Safety Code Regulations (attached). The District's ground water engineering firm, Luhdorff and Scalmanini, concurs with that regulation. The practical reason is that the State does not want brackish water from an aquifer above leeching into the drinking water aquifer below as the aquifer in question is the source of all of Discovery Bay's drinking water.

This is a specialized process and not one that most contractors are capable of performing. Consequently, Luhdorff and Scalmanini sought bids to perform this service. There were three bidders and Roadrunner Drilling & Pump from Woodland was the lowest responsible bidder at \$29,568.00.

**Fiscal Impact: \$30,000.00**

**Amount Requested** \$30,000.00

**Sufficient Budgeted Funds Available?:** Yes (If no, see attached fiscal analysis)

**Prog/Fund # . Category:** Pumps and Motors (water)

**Previous Relevant Board Actions for This Item**

N/A

**Attachments**

Bid Tables; State of California Health and Safety Code pertaining to the Abandoned Wells

**AGENDA ITEM: F-2**



**Discovery Bay  
Well No. 4  
Bid Sheet**

ITEM	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
1	Mobilization	Lump Sum	1	<del>\$4,977<sup>00</sup></del>	<del>\$4,977<sup>00</sup></del>
2	Removal of Pump Pedestal	Lump Sum	1	<del>7,174<sup>00</sup></del>	<del>7,174<sup>00</sup></del>
3	Rig and Crew	Hour	35	<del>305<sup>00</sup></del>	<del>10,675<sup>00</sup></del>
4	Per Diem	Per Day	4	<del>333<sup>00</sup></del>	<del>1,332<sup>00</sup></del>
5	Shot Perforating	Lump Sum	1	<del>7,923<sup>00</sup></del>	<del>7,923<sup>00</sup></del>
6	Sand/Cement Grout (11 sack)	Yards	10	<del>382<sup>00</sup></del>	<del>3,820<sup>00</sup></del>
7	Neat Cement	Yards	11	<del>455<sup>00</sup></del>	<del>5,005<sup>00</sup></del>
				Tax	1,000.71
<b>Total Estimated Cost</b>				<b>\$ 41,901.71</b>	

Contractor:

Eaton Pumps

(or) Contractor Agent:

Kevin Bottimore

Signature:

Kevin Bottimore

Date:

3-14-13

Contractor's License No.

132783

Telephone:

530-661-6737



# California Laws *for*

**Water Wells  
Monitoring Wells  
Cathodic Protection Wells  
Geothermal Heat Exchange Wells**

**Gray Davis**  
*Governor  
State of California*

**Mary Nichols**  
*Secretary for Resources  
The Resources Agency*

**Thomas M. Hannigan**  
*Director  
Department of Water Resources*



State of California  
Department of Water Resources  
Division of Planning and Local Assistance

**March 2003**

# Health & Safety Code

## DIVISION 104. PART 9.5

### Abandoned Excavations

**115700.** (a) Every person owning land in fee simple or in possession thereof under lease or contract of sale who knowingly permits the existence on the premises of any abandoned mining shaft, pit, well, septic tank, cesspool, or other abandoned excavation dangerous to persons legally on the premises, or to minors under the age of 12 years, who fails to cover, fill, or fence securely that dangerous abandoned excavation and keep it so protected, is guilty of a misdemeanor.

(b) Every person owning land in fee simple or in possession thereof under lease or contract of sale who knowingly permits the existence on the premises of any permanently inactive well, cathodic protection well, or monitoring well that constitutes a known or probable preferential pathway for the movement of pollutants, contaminants, or poor quality water, from above ground to below ground, or vertical movement of pollutants, contaminants, or poor quality water below ground, and that movement poses a threat to the quality of the waters of the state, shall be guilty of a misdemeanor.

(c) For purposes of this section, "well" includes any of the following:

- (1) A "monitoring well" as defined by Section 13712 of the Water Code.
- (2) A "cathodic well" as defined by Section 13711 of the Water Code.
- (3) A "water well" as defined by Section 13710 of the Water Code.

(d) A "permanently inactive well" is a well that has not been used for a period of one year, unless the person owning land in fee simple or in possession thereof under lease or contract of sale demonstrates an intent for future use for water supply, groundwater recharge, drainage, or groundwater level control, heating or cooling, cathodic protection, groundwater monitoring, or related uses. A well owner shall provide evidence to the local health officer of an intent for future use of an inactive well by maintaining the well in a way that the following requirements are met:

- (1) The well shall not allow impairment of the quality of water within the well and groundwater encountered by the well.
- (2) The top of the well or well casing shall be provided with a cover, that is secured by a lock or by other means to prevent its removal without the use of equipment or tools, to prevent unauthorized access, to prevent a safety hazard to humans and animals, and to prevent illegal disposal of wastes in the well. The cover shall be watertight where the top of the well casing or other surface openings to the well are below ground level, as in a vault or below known levels of flooding. The cover shall be watertight if the well is inactive for more than five consecutive years. A pump motor, angle drive, or other surface feature of a well, when in compliance with the above provisions, shall suffice as a cover.
- (3) The well shall be marked so as to be easily visible and located, and labeled so as to be easily identified as a well.
- (4) The area surrounding the well shall be kept clear of brush, debris, and waste materials.

(e) At a minimum, permanently inactive wells shall be destroyed in accordance with standards developed by the Department of Water Resources pursuant to Section 13800 of the Water Code and adopted by the State Water Resources Control Board or local agencies in accordance with Section 13801 of the Water Code. Minimum standards recommended by the department and adopted by the state board or local agencies for the abandonment or destruction of groundwater monitoring wells or class 1 hazardous injection wells shall not be construed to limit, abridge, or supersede the powers or duties of the department, in accordance with Section 13801 of the Water Code.



## MONTHLY OPERATIONS REPORT

**March 2013**

**Town of Discovery Bay, CA**

**1309** Days of Safe Operations

**56341** worked hours since last recordable incident

### TRAINING:

**Safety, Operations, & Equipment**

<b>Safety</b>	<b>Hours</b>
General Electrical Safety Including Shocks & Burns Safety Vehicle Housekeeping Lock Out Tag Out Control of Hazardous Energy Behavioral Observation Safety Reporting Monthly Regional Safety Webinar	3.0
<b>Operation</b>	
Fermin Garcia    Annual Project Manager Corp Meeting	40.0

### WATER SERVICES

<b># of Active Wells</b>	<b>Water Produced (MG)</b>	<b>Chemical (Hypo) Delivered</b>	<b>Fire Hydrant Flushing</b>
5	86.0	2435	0

*Note: Well 4 in lead and Well 5 in lag to offset specific conductivity*

### **2013 Water Production (MG) by Month**

<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
51.48	55.88	86.09			
<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>

### **Bacteriological Test Results:**

<b>Routine Bacteria Samples Collected</b>	<b>No. Total Coliform Positives</b>	<b>No. Fecal/E. coli Positives</b>	<b>Brown Water Calls</b>
16	0	0	0

**WASTEWATER SERVICE**

**Wastewater Laboratory Analysis**

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>January Lab Data</i>	<i>February Lab Data</i>
Flow, MG Effluent, <b>monthly total</b>		33.9	38.97
Flow, MG Daily Discharge Flow, <b>avg.</b>	<b>2.1</b>	1.21	1.26
Effluent BOD <sub>5</sub> , lbs/d, <b>monthly avg.</b>	<b>350</b>	71	80
Effluent TSS, lbs/d, <b>monthly avg.</b>	<b>525</b>	59	76
Effluent BOD <sub>5</sub> , mg/L, <b>monthly avg.</b>	<b>20</b>	7	8
Effluent TSS, mg/L, <b>monthly avg.</b>	<b>30</b>	7	7
Total Coli form 7 day Median Max	<b>23</b>	42	115
Total Coli form Daily Maximum	<b>240</b>	70	175
% Removal BOD <sub>5</sub> , monthly avg.	<b>85% min.</b>	97	96
% Removal, TSS, monthly avg.	<b>85% min.</b>	96	96
Electrical Conductivity, umhos/cm <b>annual avg.</b>	<b>2100</b>	2144 (YTD)	2118 (YTD)

Red – new parameter added

**National Pollution Discharge Elimination System (NPDES)**

<b><u>NPDES Related Excursions</u></b>	<b><u>Permit Parameter</u></b>	<b><u>NPDES Parameter Limit</u></b>	<b><u>Actual Parameter Result</u></b>
<b><u>5</u></b>	<b><u>Total Coliform</u></b>	<b><u>23 MPN</u></b>	<b><u>175 MPN</u></b>

**Bacteriological Test Results:**

<b><u>Routine Bacteria Samples Collected</u></b>	<b><u>No. Total Coliform Positives</u></b>	<b><u>No. Fecal/E. coli Positives</u></b>	<b><u>7-Day Median Excursion</u></b>
<b><u>9</u></b>	<b><u>4</u></b>	<b><u>0</u></b>	<b><u>5</u></b>

<b><u># of Active Lift Stations</u></b>	<b><u># of Inactive Lift Stations</u></b>	<b><u>Chemical Usage Polymer-gals</u></b>	<b><u>SSO</u></b>	<b><u>Wastewater Received (MG)</u></b>
15	0	70	1	41.26

**COLLECTION:**

- Flushed **19,357** ft of sanitary sewer. YTD **66,778** ft. **100%** completed
- CCTV **32,354** ft. **100%** completed
- Inspected **74** manhole & covers. YTD **154**
- Cleaned out L/S "F"

**MAINTENANCE**

**Wastewater**

- Flow Meter installed at Belt Filter Press
- New sampler installed at Plant no.2 headworks
- Inspected lift stations weekly for the month
- Responded to an air relief valve leaking at the Newport Water Treatment Plant, there was a piece of plastic that forced the valve open, all proper procedures and notifications were performed by plant personnel
- Ordered new racks for UV bulb and channel cleaning
- Lakes lift station had two variable frequency drives fail
- Wastewater meter calibrations by Cooper Controls
- Replaced several burned relays on Mole B
- Replaced belts on Magna Rotor at Plant 2

**Water**

- Newport Water Treatment Plant well no.4 failed, was troubleshooted
- Newport Water Treatment Plant had chlorine pump no.2 rebuilt
- Worked on valve exercising of distribution valves

**Preventive and Corrective**

Total # of WO's Completed	Total Hours
242	126

**Call & Emergency Responses**

Call Outs	Emergencies
7	1

**Personnel Hours & Overtime:**

Regular Hours	Overtime
1274	23

**TERMS**

WWTP	WASTEWATER TREATMENT PLANT
WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



No Back Up  
Documentation For  
Agenda Item # H



No Back Up  
Documentation For  
Agenda Item # I



No Back Up  
Documentation For  
Agenda Item # J



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

April 17, 2013

**Prepared By:** Rick Howard, General Manager  
**Submitted By:** Rick Howard, General Manager

**Agenda Title**

Community Center Committee Recommendations

**Recommended Action**

As Necessary

**Executive Summary**

On Monday April 15, 2013 the Discovery Bay Community Center Committee will meet. At that meeting, the Committee will hear a number of items that may result in a series of recommendations for Board discussion and consideration.

Those recommendations may include a discussion on the hours of operations, the impact Delta Valley Athletic Club will have on current and future operations, and long term facility needs.

Staff will provide additional information subsequent to the Community Center Committee meeting on April 15, 2013.

**Fiscal Impact:**

Amount Requested \$ N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

**Previous Relevant Board Actions for This Item**

**Attachments**

AGENDA ITEM: K-1



No Back Up  
Documentation For  
Agenda Item # K-2

**Discovery Bay  
P-6 Zone Citizen  
Advisory  
Committee**



**DRAFT**

*The Discovery Bay P-6 Zone Citizen Advisory Committee serves as an advisory body to the Contra Costa County Board of Supervisors and the County Planning Agency.*

## **Record of Actions**

**Meeting start time: 7:30 p.m.**

**Tuesday, January 15, 2013**

- 1.) Meeting called to order by Chair Earl at 7:30 p.m. with Committee members Mankin, Stevens and Zeigler present. Vice Chair Kane and Committee member Stevens absent.
- 2.) **Public Comment:** Byron Union School District (Board) Board member Jill Sprenkel expressed her concern with losing the SRO and the benefits the position adds to the School District and community at-large. The BUSD Board is currently researching ways to help with funding the position for the 2013-2014 school year and the desire to work in partnership for funding.
- 3.) **Review of Record of Actions of October 30, 2012 meeting:** Committee member Mankin made a motion to accept the Record of Actions as written. Second made by Committee member Zeigler. Motion carried 3-0.
- 4.) **Correspondence: (Key: R= Received S= Sent)**
- 5.) **Old Business:**
  - a.) **Discuss DB P-6 Zone CAC Budget:** Request for the estimated budget for 2013-2014. Item continued until next meeting.
- 7.) **New Business**
  - a.) Monthly activity report (Lt. Johnson): Lt. Hartman introduced himself and provided an overview of the calls for October through December 2012.
  - b.) Fundraising Ideas: Item continued until the next meeting.
  - d.) Other new Business: None.
- 8.) **Future agenda items/Committee Member Comments:**
  - a.) School Resource Office
  - b.) Budget
- 9.) **Adjourn:** Meeting adjourned at 8:00 p.m. to the next meeting scheduled for April 16 at 7:30p.m.

*This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2.205(d) of the Contra Costa County Ordinance Code.*

**FINAL**

TownOfDiscoveryBay CSD

Received

APR 03 2013



**CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE  
MINUTES OF MEETING  
February 14, 2013**

**MEETING CALLED:** The meeting was called to order by Chair Mike Bruno at 10:08 a.m. at the Director of Airports' Office.

**PRESENT:** Mike Bruno, Chair, CCC Airports Business Association  
Janet Kaiser, Diablo Valley College  
David Pfeiffer, Secretary, District V  
Rudi Raab, District I  
Russell Roe, District II  
Rich Spatz, At Large 2  
Tom Weber, Vice Chair, District IV  
Ed Young, At-Large 1

**ABSENT:** Keith McMahon, City of Concord  
Derek Mims, City of Pleasant Hill  
Ronald Reagan, District III

**STAFF:** Keith Freitas, Director of Airports  
Beth Lee, Assistant Airports Director

**OPENING COMMENTS  
BY CHAIR** A request was made to move the sustainable farm issue up on the agenda.

**PUBLIC COMMENT  
PERIOD:** None

**APPROVAL OF  
MINUTES:** Moved by David Pfeiffer; seconded by Rich Spatz. Approved unanimously.

**APPROVAL OF  
CONSENT ITEMS:** Moved by Tom Weber; seconded by David Pfeiffer. Approved unanimously.

**PRESENTATION/SPECIAL REPORTS:** None

## DISCUSSION/ACTION ITEMS:

### a. Items Pulled from Consent

N/A

### b. Sustainable Farm North of Buchanan Field

Central Contra Costa Sanitary District (CCCSD) is looking at three (3) possible uses for 33 acres: sustainable farm, youth soccer fields and a commercial venture that may include soil storage.

Danea Gemmel gave a brief update on CCCSD Board's conceptual approval of all three (3) uses; CCCSD staff has been asked to perform due diligence.

Carolyn Phinney commented:

- Proposal was made to use 10 acres for a sustainable farm; five acres would be used for edible products for schools and Contra Costa Food Bank.
  - No intention to grow any crops that attract birds.
- Farm would have a youth component but the youth elements are proposed in zone 4 area; away from quarry and in safest Airport Land Use Commission (ALUC) zone area.
- The sustainable farm that would provide a teaching opportunity and create fresh produce for schools and the Contra Costa & Solano County Food Bank.
- Teachers and several elected officials strongly support the sustainable farm concept.

AAC members expressed concern over:

- Quality of the products grown due to contamination from surrounding uses.
- The types of crops grown as some crops like lettuce and kale attract geese.
- Soccer fields would put kids in the flight path; which is a recipe for problems.
- Once you set precedence like this at the end of the runway it will/could impact the Airport for years to come.
- Great concept but concerned about location. Birds, wildlife, kids, adults, etc. encouraged on site is problematic.
- Limitations from uses will be placed back on airport.

Keith Freitas commented:

- The FAA is concerned with wildlife attractants; life cycle issue, crops may attract rodents that would attract raptors that would then be an aviation problem.
- 90% of aircraft accidents happen within 1,000 feet from center edge of runway.

Keith recommended hiring a qualified biologist, per FAA guidelines, who performs airport work to review and oversee the plans; also suggested that they perform an analysis of wildlife cycles related to airport impacts.

AAC members agreed:

- The biologist's information would be very helpful for all parties when they consider the proposals.

- More specific information is also need as it relates to proposal such as density of people, frequency, bird issues, etc.

**c. AAC Appointment Status**

Mike Bruno and Keith McMahon have both been reappointed.

A letter was sent to Diablo Valley College (DVC) as Janet Kaiser's term ends on March 1. Janet will talk to the President at DVC about their representation; representatives can only hold over 60 days.

Rudi Raab, Rich Spatz, David Pfeiffer and Tom Weber's terms end March 1, 2014.

**d. Patriots Jet Team Foundation Update**

Deferred to next meeting since David Rangler could not attend.

**e. Facilitate Economic Development**

Keith Freitas reported the Airport met its goal of funding the Emergency Reserve Fund. He then gave an overview of Airport staff's approach to look at the Airport's business plan and economic viability annually.

Beth Lee gave an overview of Airport staff's ideas for retention and attraction of tenants.

Mike Bruno and Russ Roe recused themselves from the discussion and any decision.

Beth then reported on a CPI waiver that is being considered. A full program is to be developed with various stakeholders input this year. The CPI waiver is the first step to move the program forward as there is a timing issue. Hangar agreements are subject to CPI increase on April 1<sup>st</sup>.

Tom Weber requested data on the hangars.

David Pfeiffer made a recommendation of a CPI waiver for a year starting April 1, 2013; that waiver could be extended up to a maximum of two (2) more years which subject to a fair market rental valuation assessment after each year. Rudi Raab seconded. Approved unanimously.

**f. Federal Aviation Administration (FAA) – Environmental Assessment Northern California Optimization of Airspace & Procedures in the Metroplex - Early Notification Letter**

An attachment was included in the packet to give a head's up that the FAA is looking at the entire airspace in the Bay Area which could result in a change in flight patterns. If there is a flight pattern change it could create noise issues for our communities.

The timing and potential impacts to approach procedures are currently unknown.

**UPDATES/ANNOUNCEMENTS**

a. **Airport Committee Update**

None

b. **What is happening at Buchanan Field & Byron Airports/Other Airports**

Keith Freitas reported:

- Byron Airport Utility Analysis and Pavement projects are underway
- Airport staff was recognized for their excellence in training
- Contra Costa County Sheriff's Office is accessing the Byron Airport in the evenings for patrols.

c. **Update from Airport Business Association**

Mike Bruno was happy to report that they have had their 5<sup>th</sup> month of increased business.

d. **AAC Announcements**

Russ Roe commented on the sustainable farm discussion earlier, that their responses needed some tempering.

Tom Weber suggested that Airport staff give an opening on a topic prior to turning to outside parties to talk.

e. **Airport Staff Announcements**

- Close meeting in memory of Joyce Shroeder, who died in January. Joyce was a pilot at Buchanan Field Airport.
- May 2<sup>nd</sup> is the Tenant BBQ
- A marketing survey is being emailed out and Airport staff is requesting that everyone fill it out.

**FUTURE AGENDA ITEMS**

None discussed or provided

Next meeting scheduled for Thursday, March 14 at 10:00 am.

**ADJOURNMENT:** The meeting was adjourned by the Chair at 11:52 am.



MAR 28 2013

## EAST CONTRA COSTA FIRE PROTECTION DISTRICT

### Meeting Minutes Board of Directors Regular Meeting

**Monday March 4, 2013 – 6:30 P.M.**  
Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS		
Kevin Bouillon	Kevin Romick-President	Cheryl Morgan
Greg Cooper	Joel R. Bryant- Vice President	Steven Smith
Ronald Johansen	Robert Kenny	Joe Young

**Preceded by a Special Closed Session Meeting at 6:00 P.M., 3231 Main Street, Oakley**

**6:00 P.M. – Call to Order and Adjourn to Closed Session on the following matters:  
(6:00 P.M.)**

1. CONFERENCE WITH LABOR NEGOTIATOR  
*pursuant to Government Code Section 54957.6*  
Agency designated representative: Board President and Vice President  
Employee Organizations: International Association of Fire Fighters, Local 1230,  
East County Fire Fighters Association (Reserves), Unrepresented Management.
2. CONFERENCE WITH LEGAL COUNSEL– Existing litigation pursuant to  
Government Code Section 54956.9 (a), City of Brent, et al v. Robert Campbell, Contra Costa  
Sup. Ct. No. MSN 11-1029
3. CONFERENCE WITH LEGAL COUNSEL– Existing litigation pursuant to  
Government Code Section 54956.9 (a), CCC Deputy Sheriffs v. CCCERA, Contra Costa County  
Superior Court Case No. MSN 12-1870.
4. Public Employee Performance Evaluation; Title: Fire Chief  
*pursuant to Government Code 54957.1(a)(5).*

### **RECONVENE TO OPEN SESSION – 3231 Main Street, Oakley**

Report from closed session: Item 1 - Direction given to staff  
Item 2 – Direction given to join other Agencies in the appeal  
Item 3 - Direction given to counsel  
Item 4 – Direction given to the Fire Chief

**CALL TO ORDER - (7:10 P.M.)**

**PLEDGE OF ALLEGIANCE - (7:10 P.M.)**

**ROLL CALL- (7:11 P.M.)** Directors Present: Bouillon, Bryant, Cooper, Kenny, Johnansen, Morgan, Romick, Smith, Young  
Directors Absent: None

**PUBLIC COMMENTS - (7:11 P.M.)**

*There were no Public Speakers.*

**CONSENT CALENDAR - (7:11 P.M.)**

- C.1** Approve minutes from February 4, 2013 Regular Board of Directors Meeting.
- C.2** Consider Adoption of Board of Directors Policy Number 1-5 Half-Staff Flag Policy

**Motion by: Director Young to approve Consent Calendar Item C.1 & C.2**

**Second by: Director Smith**

**Vote: Motion carried 9:0:**

**PUBLIC HEARINGS**

**NONE**

**DISCUSSION ITEMS**

- D.1** Discussion of Policy on Disposition of Surplus District Real Property- (7:12P.M.)

*There were two Public Speakers- Mark Whitlock & Gil Guerrero*

- D.2** Establish Date for District Workshop and Approve Workshop Agenda- (7:42P.M.)

*There was one Public Speaker-Vince Wells*

- D.3** Receive Operational Update- (7:50 P.M.)

*There was one Public Speaker-Vince Wells*

**INFORMATIONAL STAFF REPORTS**

**NONE**

**DIRECTORS' COMMENTS- (8:10 P.M.)**

Director Bryant thanks Chief Henderson for the work done on the Flag Policy.

Director Smith asked that we share our Flag Policy with the City of Brentwood.

**INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS- (8:10 P.M.)**

None

**ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: April 1, 2013- (8:11 P.M.)**

**Motion by: Director Romick to approve adjourn to the next Regular Board Meeting scheduled: April 1, 2013**

**Second by: Kenny**

**Vote: Motion carried 9:0:**



# County Supervisor Mary Nejedly Piepho, District III

CONTRA COSTA COUNTY BOARD OF SUPERVISORS

TownOfDiscoveryBay CSD  
Received

APR 05 2013

## Joint MAC/AC Meeting- Save the Date!!!!

Join Supervisor Mary Nejedly Piepho  
for a

Joint MAC/AC Meeting  
Wednesday, May 8, 2013

5:30p.m.-7:30p.m.

East Bay Regional Parks District's  
Big Break Visitor Center at the Delta  
69 Big Break Road  
Oakley, CA 94561

Dinner will be served at the meeting. An agenda will follow as we get closer to the meeting date outlining the important topics to be discussed.

Please rsvp at (925) 252-4500 or  
[Karyn.Cornell@BOS.CCCounty.us](mailto:Karyn.Cornell@BOS.CCCounty.us)

We look forward to seeing you on May 8<sup>th</sup>!

### COMMITTEES

Legislation Committee, Vice Chair

Transportation Water and Infrastructure Committee, Vice Chair

Contra Costa Regional Medical Center, Joint Conference Committee and Professional Affairs Committee, Chair

Sacramento-San Joaquin Delta Conservancy

Airport Committee, Vice Chair

Delta Counties Coalition, Founder

Delta Protection Commission

Local Agency Formation Commission

East Bay Economic Development Alliance

Dougherty Valley Oversight Committee

Bay Area Air Quality Management District

Eastern Contra Costa Transit Authority

East Contra Costa Regional Fee and Finance Authority

eBART Partnership Policy Advisory Committee

San Joaquin Valley Rail Committee

State Route 4 Bypass Authority

TRANSPLAN, East County Transportation Planning

East Contra Costa County Habitat Conservation Plan, Executive Governing Board

### SERVING AS ALTERNATE

Contra Costa Transportation Authority

Association of Bay Area Governments

East County Water Management Association

Mental Health Commission

City-County Relations Committee



No Back Up  
Documentation For  
Agenda Item # M



No Back Up  
Documentation For  
Agenda Item # N